



MONTANA STATE UNIVERSITY BILLINGS

HUMAN RESOURCES – GENERAL APPLIED EMPHASIS
ASSOCIATE OF SCIENCE

ADVISING WORKSHEET 2013-2014

City College
Jacket Student Central
Phone 406-247-3019
Fax: 406-247-3095

Name _____

Student ID # _____

GENERAL EDUCATION REQUIREMENTS –SEE NEXT PAGE FOR SPECIFIC REQUIREMENTS

| General Education Category | Course # | Credits | Grade | Semester | Equivalent |
|--|----------|---------|-------|----------|------------|
| Category I: Global Academic Skills (9 credits) A. Mathematics (3 credits) B. English (3 credits) C. Communication & Information Literacy (3 credits) | | | | | |
| | WRIT 101 | | | | |
| | | | | | |
| Category II: Natural Sciences (7 credits) 2 lectures (6 credits) & 1 lab (1 credit) (1 life science & 1 physical science & 1 lab) | | | | | |
| | | | | | |
| | | | | | |
| Category III: Social Sciences and History (6 credits) A. Social Science (3 credits) B. History (3 credits) | | | | | |
| | | | | | |
| Category IV: Cultural Diversity (3 credits) | | | | | |
| Category V: Arts & Humanities (6 credits) A. Fine Arts (3 credits) B. Humanities (3 credits) | | | | | |
| | | | | | |

A minimum grade of "C-" required in all General Education courses.

Note: Certain degrees may require a minimum grade of "C" in General Education courses.

Reviewed:

GENERAL EDUCATION REQUIREMENTS

CATEGORY I: GLOBAL ACADEMIC SKILLS 9 credits

Students are required to take one course from each subcategory

Subcategory A - Mathematics 3 credits

| | | | |
|------|-----|--|---|
| +M | 105 | Contemporary Mathematics | 3 |
| +M | 114 | Extended Technical Mathematics | 3 |
| +M | 121 | College Algebra | 3 |
| M | 122 | College Trigonometry | 3 |
| M | 131 | Mathematics for Elementary Teachers II | 3 |
| +M | 143 | Finite Mathematics | 4 |
| M | 171 | Calculus I | 4 |
| STAT | 141 | Introduction to Statistical Concepts | 3 |
| STAT | 216 | Introduction to Statistics | 4 |

Subcategory B - English 3 credits

| | | | |
|-------|-----|-----------------------------------|---|
| +WRIT | 101 | College Writing I | 3 |
| WRIT | 201 | College Writing II | 3 |
| WRIT | 220 | Business & Professional Writing | 3 |
| +WRIT | 121 | Introduction to Technical Writing | 3 |
| +WRIT | 122 | Introduction to Business Writing | 3 |
| WRIT | 221 | Intermediate Technical Writing | 3 |

Subcategory C- Communication & Information Literacy 3 credits

| | | | |
|-------|-----|---|---|
| +COMX | 111 | Introduction to Public Speaking | 3 |
| COMX | 115 | Introduction to Interpersonal Communication | 3 |
| LSCI | 125 | Research in the Information Age | 3 |
| BMIS | 150 | Computer Literacy | 3 |

CATEGORY II: NATURAL SCIENCES 6 cr. lecture & 1 cr. lab

Students are required to take one course from each subcategory and at least one corresponding lab or SCIN 101, 102, 103 & 104

Subcategory A – Life Sciences 3-4 credits

| | | | |
|------|-----|----------------------------------|---|
| BIOB | 101 | Discover Biology | 3 |
| BIOB | 102 | Discover Biology Lab | 1 |
| BIOB | 160 | Principles of Living Systems | 3 |
| BIOB | 161 | Principles of Living Systems Lab | 1 |

Subcategory B – Physical Sciences 3-4 credits

| | | | |
|-------|-----|---|---|
| ASTR | 110 | Introduction to Astronomy | 3 |
| ASTR | 111 | Introduction to Astronomy Lab | 1 |
| +CHMY | 121 | Introduction to General Chemistry | 3 |
| +CHMY | 122 | Introduction to General Chemistry Lab | 1 |
| CHMY | 141 | College Chemistry I | 3 |
| CHMY | 142 | College Chemistry Laboratory I | 1 |
| GEO | 101 | Introduction to Physical Geology | 3 |
| GEO | 102 | Introduction to Physical Geology Laboratory | 1 |
| GPHY | 112 | Introduction to Physical Geography Lab | 1 |
| GPHY | 111 | Introduction to Physical Geography | 3 |
| PHSX | 103 | Our Physical World | 3 |
| PHSX | 104 | Our Physical World Lab | 1 |
| PHSX | 205 | College Physics I | 3 |
| PHSX | 206 | College Physics I Lab | 1 |
| PHSX | 105 | Fundamentals of Phys Sci | 3 |
| PHSX | 106 | Fundamentals of Phys Sci Lab | 1 |

Subcategories A and B – Integrated Sciences 7 credits

| | | |
|--------------------------|---------------------|------------|
| SCIN 101, 102, 103 & 104 | Integrated Sciences | 3, ½, 3, ½ |
|--------------------------|---------------------|------------|

CATEGORY III: SOCIAL SCIENCES AND HISTORY 6 credits

Students are required to take one course from each subcategory

Subcategory A – Social Sciences 3 credits

| | | | |
|-------|-----|--|---|
| ANTY | 217 | Physical Anthropology & Archeology | 3 |
| +BGEN | 105 | Introduction to Business | 3 |
| +COMX | 106 | Communicating in a Dynamic Workplace | 3 |
| PSYX | 231 | Human Relations | 3 |
| ECNS | 201 | Principles of Microeconomics | 3 |
| ECNS | 202 | Principles of Macroeconomics | 3 |
| EDU | 105 | Education and Democracy | 3 |
| GPHY | 141 | Geography of World Regions | 3 |
| HTH | 110 | Personal Health and Wellness | 3 |
| PSCI | 220 | Introduction to Comparative Government | 3 |
| PSCI | 210 | Introduction to American Government | 3 |
| +PSYX | 100 | Introduction to Psychology | 3 |
| PSYX | 231 | Human Relations | 3 |
| +SOCI | 101 | Introduction to Sociology | 3 |

| | | | |
|------|-----|-----------------|---|
| SOCI | 201 | Social Problems | 3 |
|------|-----|-----------------|---|

Subcategory B - History 3 credits

| | | | |
|-------|-----|---|---|
| +HSTA | 101 | American History I | 3 |
| +HSTA | 102 | American History II | 3 |
| HSTR | 101 | Western Civilization I | 3 |
| HSTR | 102 | Western Civilization II | 3 |
| HSTR | 103 | Honors Western Civilization I | 3 |
| HSTR | 104 | Honors Western Civilization II | 3 |
| PSCI | 230 | Introduction to International Relations | 3 |

CATEGORY IV: CULTURAL DIVERSITY 3 credits

| | | | |
|---------|-----|---|---|
| ANTY | 220 | Culture and Society | 3 |
| ARTH | 160 | Global Visual Culture | 3 |
| COMX | 212 | Introduction to Intercultural Communication | 3 |
| GPHY | 121 | Human Geography | 3 |
| HTH | 270 | Global Health Issues | 3 |
| LIT | 230 | World Literature Survey | 3 |
| MUSI | 207 | World Music | 3 |
| +NASX | 105 | Introduction to Native American Studies | 3 |
| NASX | 205 | Native Americans in Contemporary Society | 3 |
| PHL | 271 | Philosophy & Religion of India | 3 |
| PHL | 272 | Philosophy & Religion of China/Tibet/Japan | 3 |
| REHA | 201 | Introduction to Diversity | 3 |
| RLST | 170 | The Religious Quest | 3 |
| A&SC/ | | | |
| SOCI/WS | 274 | Women, Culture, and Society | 3 |
| SPNS | 150 | The Hispanic Tradition | 3 |

CATEGORY V: ARTS & HUMANITIES 6 credits

Students are required to take one course from each subcategory

Subcategory A – Fine Arts 3 credits

| | | | |
|-------|-----|-------------------------------------|---|
| ARTZ | 101 | Art Fundamentals | 3 |
| ARTZ | 131 | Ceramics for Non-majors | 3 |
| ARTZ | 105 | Visual Language-Drawing | 3 |
| CRWR | 240 | Intro Creative Writing Workshop | 3 |
| FILM | 160 | Introduction to World Cinema | 3 |
| LIT | 270 | Film & Literature | 3 |
| +MART | 260 | Computer Presentation and Animation | 3 |
| +MUSI | 101 | Enjoyment of Music | 3 |
| MUSI | 114 | Band: MSUB Symphonic | 1 |
| MUSI | 131 | Jazz Ensemble I: MSUB | 1 |
| MUSI | 147 | Choral Ensemble: University Chorus | 1 |
| THTR | 101 | Introduction to Theatre | 3 |
| THTR | 120 | Introduction to Acting I | 3 |

Subcategory B - Humanities 3 credits

| | | | |
|------|-----|---|---|
| ARTH | 150 | Introduction to Art History | 3 |
| HON | 121 | Perspectives and Understanding | 3 |
| HON | 281 | The American Intellectual Heritage (1620-1877) | 3 |
| HON | 282 | The American Intellectual Heritage (1877-Present) | 3 |
| +LIT | 110 | Introduction to Literature | 3 |
| LIT | 240 | The Bible as Literature | 3 |
| PHL | 110 | Introduction to Ethics | 3 |
| PHL | 111 | Philosophies of Life | 3 |

Total 31

+Denotes a course offered at the City College campus. These courses may not be available every semester.

| Course | Credits | Grade | Semester | Equivalent |
|----------------------------|---------|-------|----------|------------|
| Preparatory Courses | | | | |
| | | | | |
| | | | | |
| | | | | |

| Required Courses | | | | |
|-------------------------|-----|--|------|--|
| CAPP | 120 | Introduction to Computers | 3 | |
| ACTG | 101 | Accounting Procedures I | 3 | |
| ACTG | 180 | Payroll Accounting | 3 | |
| BMGT | 180 | Employment Law and Practices | 3 | |
| BMGT | 250 | Employment and Compensation Strategies | 3 | |
| BMGT | 281 | Risk Management, Safety and Security | 3 | |
| BMGT | 282 | Organizational Training & Development | 3 | |
| BMGT | 298 | Internship* | 2-3* | |
| or TASK | 294 | Seminar/Workshop | | |

* Students are required to complete two credits, but may earn up to 3 credits through this experience as electives.

| Electives | | | | |
|------------------|--|--|--|--|
| | | | | |
| | | | | |

A grade of "C" or higher is mandatory in all required courses.

Suggested Plan of Study

| First Semester | Credits | Second Semester | Credits |
|-------------------|-----------|-------------------|-----------|
| ACTG 101 | 3 | ACTG 180 | 3 |
| CAPP 120 | 3 | BMGT 250 | 3 |
| BMGT 180 | 3 | General Education | 9 |
| General Education | 6 | TOTAL | 15 |
| TOTAL | 15 | | |

| Third Semester | Credits | Fourth Semester | Credits |
|---------------------|-----------|-------------------|-----------|
| BMGT 281 | 3 | BMGT 282 | 3 |
| General Education | 6 | BMGT 298 or | |
| Restricted Elective | 6 | TASK 294 | 2 |
| TOTAL | 15 | General Education | 10 |
| | | TOTAL | 15 |

| Categories | Credits | Earned | Remaining |
|----------------------|---------|--------|-----------|
| General Education | 31 | _____ | _____ |
| Required Courses | 23 | _____ | _____ |
| Restricted Electives | 6 | _____ | _____ |
| Total | 60 | _____ | _____ |

▼ Program is available online

Transcript evaluation (if applicable completed) by: _____ on ___/___/_____

Developing a Plan of Study

To facilitate course planning and scheduling, students should be aware that not all courses are offered every semester. Some courses require pre-requisites and preparatory courses to be successfully completed or co-requisites be taken simultaneously.

Selected Courses and Prerequisites

Key: F= Fall; S=Spring; X=Summer; # = online

Human Resources General Applied Emphasis-AS Program Requirements:

| Course | Gen Ed. Category & Credits | Required Pre-requisite | Recommended Pre-requisite | Required Co-Requisite | Recommended Co-requisite | Term Offered |
|---|----------------------------|---|---------------------------|-----------------------|--------------------------|---------------------|
| ACTG 101 | | | | | | F, F#, S, S# |
| ACTG 180 | | ACTG 101 | | | | S, F# |
| CAPP 120 | | | | | | F, F#, S, S#, X, X# |
| BMGT 180 | | | | | | F# |
| BMGT 250 | | | | | | S# |
| BMGT 281 | | | | | | S# |
| BMGT 282 | | | | | | F# |
| BMGT 298 OR TASK 294 | | | | | | S# |
| *Category IA Mathematics | 3 credits | M 095 or appropriate placement score | | | | F, F#, S, S#, X, X# |
| *Category IB English | WRIT 101 | WRIT 095 or appropriate placement score | | | | F, F#, S, S#, X, X# |
| *Category IC Communication & Information Literacy | 3 credits | | | | | F, F#, S, S#, X, X# |
| *Category II Natural Sciences | 7 credits | | | | | F, F#, S, S#, X, X# |
| *Category III Social Science And History | 6 credits | | | | | F, F#, S, S#, X, X# |
| *Category IV Cultural Diversity | 3 credits | | | | | F, F#, S, S#, X, X# |
| *Category VA Arts | 3 credits | | | | | F, F#, S, S#, X, X# |
| *Category VB Humanities | 3 credits | | | | | F, F#, S, S#, X, X# |

Courses indicated with a * are required to fulfill General Education Requirements.

Program Specific Information

Students should know the following information:

- Currently the Human Resources Associate of Science degree and Certificate of Applied Science is fully offered online.
- Students who want to continue into a Bachelor degree within the College of Business should consider taking CAPP 131 in place of CAPP 120.
- If a student is working towards the Associate of Science, it is not recommended that students take all seven credits of science in the same semester.
- When planning out the classes you plan on taking each semester, pay close attention to the required courses. There are several courses that are only offered in specific semesters. Plan accordingly.
- TASK 294 or BMGT 298 is typically taken towards the end of completing this degree.
- Several of the required courses will transfer to the College of Business Core and College of Business as general electives towards completing a Bachelor degree.



2013-2014 Human Resources General Applied AS Plan of Study

for _____

Date: _____

Semester (_____)

Semester (_____)

| Course | Credits | Course | Credits |
|--------|---------|--------|---------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | Total | |

Semester (_____)

Semester (_____)

| Course | Credits | Course | Credits |
|------------------|---------|----------|--|
| ACTG 101 | 3 | ACTG 180 | 3 |
| CAPP 120 | 3 | BMGT 250 | 3 |
| BMGT 180 | 3 | Gen Ed: | 3 (Social Science/History) |
| Gen Ed: WRIT 101 | 3 | Gen Ed: | 3 (Science) |
| Gen Ed: M | 3 | Gen Ed: | 3 (Communication and Information Literacy) |
| | | | |
| Total | | Total | |

Semester (_____)

Semester (_____)

| Course | Credits | Course | Credits |
|------------------|------------------------|-------------------|----------------------------|
| BMGT 281 | 3 | BMGT 282 | 3 |
| Gen Ed: | 3 (Cultural Diversity) | BMGT 298/TASK 294 | 2-3 |
| Gen Ed: | 3 (Humanities) | Gen Ed: | 3 (Arts) |
| Restricted Elec: | 3 | Gen Ed: | 3 (Social Science/History) |
| Restricted Elec: | 3 | Gen Ed: | 3 (Science) |
| | | Gen Ed: | 1 (Science) |
| Total | | Total | 15-16 |

Number of earned credits that apply toward degree: _____

Number of credits left to earn for degree: _____

CERTIFICATION: The courses listed are **required** for the student's degree.

Advisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____